



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING

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MEMORANDUM

#07-06

TO: All Department and School Fiscal Officers

FROM: Trisha L. Neely, Director

DATE: August 31, 2006

SUBJECT: SVEN TABLE ENTRIES AND VENDOR TABLE CLEANUP

PURPOSE: This memo addresses and clarifies the overlapping steps involved in the DFMS vendor table (VEND) data clean-up as well as the daily processing of entries made into the suspense vendor table (SVEN).

SVEN Table Entries

Division of Accounting memo #06-16 stated that a W-9 form must be received by our office from the disbursing state organization before the SVEN record will be processed to the VEND table. Organizations should not enter records into the SVEN table until they have received a W-9 form. A W-9 form is required under the following situations.

1. Entering a new vendor
2. A change in the Employer's Identification Number (EIN)
3. A change in the name of the business

Address changes do not require a W-9 form to be filed.

The following steps are required to ensure prompt processing of entries in the SVEN table:

1. Only clear, legible W-9 forms can be processed. Please ensure only legible forms are faxed to this office.
2. Clearly mark "SVEN entry" on the W-9 form, faxed to the Division of Accounting, to ensure same day processing.

3. The W-9 field in the SVEN table must be coded with a “Y”. DO NOT MARK THIS FIELD WITH AN “X”.
4. If you are entering a social security number (SSN) into the SVEN table, enter the name (as shown on the individual’s income tax return) on line 1 which is keyed at the bottom of the SVEN screen. **DO NOT RE-KEY THIS SAME NAME ON LINE 2.** The business name is entered on the 2nd line which is DBA (**D**oing **B**usiness **A**s). If the vendor has no business name, this line is to be left blank. If the vendor is issued an EIN for their business, the business name must be entered on line 1.
5. When a vendor is deceased, the original suffix will be inactivated and the name will be changed to include the “Estate of” along with a new suffix. A new W-9 form signed by the individual acting as the estate fiduciary/personal representative will be required before the entry is processed.
6. If these steps are accurately followed, all entries made into the SVEN table by 3:00 PM will be processed by close of business on the same day. Any entries made after 3:00 PM will be held until the next business day.

Foreign Vendors:

Previously a “dummy” EIN was issued to foreign vendors. IRS regulations now require an original W-8 form to be on file. Effective immediately a vendor from a foreign country will be required to fill out a W-8 form (attached). The original W-8 form must be delivered to the Division of Accounting before the foreign vendor is moved from the SVEN to the VEND table.

Purchase Order and Payment Voucher Addresses:

In many instances a purchase order (PO) address and a payment voucher (PV) address are not the same. When a PV is entered, the nine-digit EIN must match the nine-digit EIN on the PO. However, any two-digit suffix which is valid in the DFMS VEND file for that nine-digit number may be used to populate the address on the PV. This allows vendors (with many branch offices where orders are processed nationwide, but with only one “remit to” address) to be easily processed in DFMS. For example, schools order text books from publishing companies that have separate branch offices for placing orders, depending on the subject matter, but all payments are sent to the home office.

Automated Clearing House (ACH):

Vendors that have requested payments to be processed as an “ACH” transaction (electronic funds transfer) and which the State Treasurer’s Office has approved, will not be permitted to have vendor checks generated. If a vendor check is required you must supply a legal directive to this office. Once the required check has been generated, the suffix used for the check address will be made inactive and future payments will continue to be processed via ACH. A W-9 form is also required for all vendors paid through the ACH process.

Active Card Integration (ACI):

Currently there are nine vendors participating in the Active Card Integration (ACI) process (see accounting memos #05-17 and #06-16 excluding Glover Equipment). These vendors have one active EIN and all payments are sent to one “remit to” address. Due to an agreement between the Division of Accounting and each ACI vendor, no suffixes are permitted for these vendors.

Vendor Table Clean-Up Project

As stated in accounting memo #06-21, vendor table updates for existing vendors will be processed within 2 business days after receipt of a W-9 form. NOTE: This is a different timeframe than the daily SVEN entries for new vendors.

Point of Contact:

Effective immediately, please contact Deborah Taylor at 744-1082 or by email at DeborahL.Taylor@state.de.us concerning Vendor Table clean-up or maintenance, SVEN Table entries, garnishment processing, IRS levies applied to vendor payments, and all W-8 and 9 forms. |

Form W-8BEN(Rev. February 2008)
Department of the Treasury
Internal Revenue Service**Certificate of Foreign Status of Beneficial Owner
for United States Tax Withholding**▶ Section references are to the Internal Revenue Code. ▶ See separate instructions.
▶ Give this form to the withholding agent or payer. Do not send to the IRS.

OMB No. 1545-1021

Do not use this form for:

- A U.S. citizen or other U.S. person, including a resident alien individual W-9
 - A person claiming that income is effectively connected with the conduct of a trade or business in the United States W-8ECI
 - A foreign partnership, a foreign simple trust, or a foreign grantor trust (see instructions for exceptions) W-8ECI or W-8IMY
 - A foreign government, international organization, foreign central bank of issue, foreign tax-exempt organization, foreign private foundation, or government of a U.S. possession that received effectively connected income or that is claiming the applicability of section(s) 115(2), 501(c), 892, 895, or 1443(b) (see instructions) W-8ECI or W-8EXP
- Note: These entities should use Form W-8BEN if they are claiming treaty benefits or are providing the form only to claim they are a foreign person exempt from backup withholding.
- A person acting as an intermediary W-8IMY
- Note: See instructions for additional exceptions.

Part I Identification of Beneficial Owner (See instructions.)

1 Name of individual or organization that is the beneficial owner		2 Country of incorporation or organization	
3 Type of beneficial owner:			
<input type="checkbox"/> Individual		<input type="checkbox"/> Corporation	<input type="checkbox"/> Disregarded entity
<input type="checkbox"/> Grantor trust		<input type="checkbox"/> Complex trust	<input type="checkbox"/> Partnership
<input type="checkbox"/> Central bank of issue		<input type="checkbox"/> Estate	<input type="checkbox"/> Simple trust
<input type="checkbox"/> Tax-exempt organization		<input type="checkbox"/> Government	<input type="checkbox"/> International organization
4 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of address.			
City or town, state or province. Include postal code where appropriate.		Country (do not abbreviate)	
5 Mailing address (if different from above)			
City or town, state or province. Include postal code where appropriate.		Country (do not abbreviate)	
6 U.S. taxpayer identification number, if required (see instructions)		7 Foreign tax identifying number, if any (optional)	
<input type="checkbox"/> SSN or ITIN <input type="checkbox"/> EIN			
8 Reference number(s) (see instructions)			

Part II Claim of Tax Treaty Benefits (if applicable)

- 9 I certify that (check all that apply):
- a ☐ The beneficial owner is a resident of within the meaning of the income tax treaty between the United States and that country.
 - b ☐ If required, the U.S. taxpayer identification number is stated on line 6 (see instructions).
 - c ☐ The beneficial owner is not an individual, derives the item (or items) of income for which the treaty benefits are claimed, and, if applicable, meets the requirements of the treaty provision dealing with limitation on benefits (see instructions).
 - d ☐ The beneficial owner is not an individual, is claiming treaty benefits for dividends received from a foreign corporation or interest from a U.S. trade or business of a foreign corporation, and meets qualified resident status (see instructions).
 - e ☐ The beneficial owner is related to the person obligated to pay the income within the meaning of section 267(b) or 707(b), and will file Form 9833 if the amount subject to withholding received during a calendar year exceeds, in the aggregate, \$500,000.
- 10 Special rates and conditions (if applicable—see instructions): The beneficial owner is claiming the provisions of Article of the treaty identified on line 9a above to claim a % rate of withholding on (specify type of income):
Explain the reasons the beneficial owner meets the terms of the treaty article:

Part III Notional Principal Contracts

- 11 ☐ I have provided or will provide a statement that identifies those notional principal contracts from which the income is not effectively connected with the conduct of a trade or business in the United States. I agree to update this statement as required.

Part IV Certification

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:

- 1 I am the beneficial owner (or am authorized to sign for the beneficial owner) of all the income to which this form relates,
 - 2 The beneficial owner is not a U.S. person,
 - 3 The income to which this form relates is (a) not effectively connected with the conduct of a trade or business in the United States, (b) effectively connected but is not subject to tax under an income tax treaty, or (c) the partner's share of a partnership's effectively connected income, and
 - 4 For broker transactions or barter exchanges, the beneficial owner is an exempt foreign person as defined in the instructions.
- Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which I am the beneficial owner or any withholding agent that can disburse or make payments of the income of which I am the beneficial owner.

Sign Here

Signature of beneficial owner (or individual authorized to sign for beneficial owner)

Date (MM-DD-YYYY)

Capacity in which acting

For Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 25047Z

Form **W-8BEN** (Rev. 2-2008)